

# Retention and Classification Report

**Agency:** Department of Transportation. Office of Administrative Services.  
Central Records Management Section (1179)  
4501 South 2700 West  
Salt Lake City, UT 84114  
965-4656

**Records Officer** Joni DeMille

06760 Central records transfer storage files  
06761 Proof of payment receipts

**AGENCY:** Department of Transportation. Office of Administrative Services. Central Records Management Section

**SERIES:** 6760

3

**TITLE:** Central records transfer storage files

**DATES:** i 1984-

**ARRANGEMENT:** None

**DESCRIPTION:**

These are forms used by Central Records to document the records transferred to the Central Records facility for storage and as finding aids for their retrieval. These forms include name and type of record, the dates, the arrangement, originator of the record, disposition, and location in the Central Records storage facility.

**RETENTION:**

Retain 3 years after records are removed from Central Records.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 10/1986

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after records are removed from Central Records and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Administrative

This disposition is based on the administrative need expressed by the agency.

**AGENCY:** Department of Transportation. Office of Administrative Services. Central  
Records Management Section

**SERIES:** 6760

**TITLE:** Central records transfer storage files

(continued)

**AGENCY:** Department of Transportation. Office of Administrative Services. Central Records Management Section

**SERIES:** 6761

3

**TITLE:** Proof of payment receipts

**DATES:** i 1983-

**ARRANGEMENT:** None

**DESCRIPTION:**

These are copies of statements from outside companies and invoices indicating payment by Central Records to commercial parcel delivery companies and other companies doing business with Central Records. This series includes invoice number, amount to be paid, proof-of-pickup and delivery records, and date.

**RETENTION:**

Retain 1 year.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 10/1986

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

Administrative

This disposition is based on the administrative need expressed by the agency.